

Minutes

Committee on Expectations of the Public Subcommittee on Small Claims Matters

Fourth Floor Conference Room
90 Washington St.
Hartford, CT.

January 20, 2009
9:00 AM

Those in attendance: Hon. James W. Abrams, Atty. Stacey Manware (chair), and Mr. Christopher Roy. Also in attendance: Atty. Daniel Horwitch (guest)

The meeting was called to order at 9:00 AM.

1. Review and approval of Minutes of January 13, 2009 – The minutes were approved unanimously.
2. Review of current Small Claims Notice of Hearing – Atty. Horwitch provided information on plain language in general and suggested some revisions to the Notice of Hearing to make the notice more understandable. After discussion, Atty. Manware agreed to work on the notice, incorporating the suggested revisions and revising the notice overall.
3. Discussion of plain language and methods of emphasizing important information – Some suggestions on plain language included directing language to the person receiving it, placing important words at the beginning of a paragraph or sentence, and avoiding the use of all uppercase letters.
4. Discussion – A discussion of the execution form and possibilities on how to make the process of obtaining an execution easier ensued. Some suggestions were made, including coordinating the Notice of Judgment with the Execution application or having small claims staff assist in filling out the execution. Staff will work on language to be included in some way with the Notice of Judgment, explaining generally how money may be collected after a judgment.

The subcommittee then discussed the need for a simplified form for use by a defendant in the case when the judgment has been satisfied by the defendant, but no satisfaction of judgment has been filed by the plaintiff. Mr. Roy will gather some samples of forms for the subcommittee to use as models in drafting a form. It was also suggested that a form for Satisfaction of Judgment should be made available online and in paper format.

5. Future meetings – The next meeting of the subcommittee will be on February 3rd at 3:00 PM. The place of the meeting will be determined.

The meeting adjourned at 10:10 AM.